

DD/S 69-5772

DEC 30 1969

MEMORANDUM FOR: Director of Communications  
Acting Chief, Support Services Staff

SUBJECT : Emergency Planning Program

1. As you know, the Executive Director-Comptroller proposes to abolish the position of the Emergency Planning Officer and transfer responsibility for the function to the DD/S. I have asked for, and the Executive Director-Comptroller has approved, deferral of the elimination of the position until 1 February 1970 pending the outcome of a study of the emergency planning program.

2. To conduct the necessary study I would like to have [redacted] join with the Acting Chief of Support Services Staff and devote as much time as necessary to complete the report. I ask that the Acting Chief, Support Services Staff, assume primary responsibility for the conduct of the study and that [redacted] assist him as necessary.

3. The study should address the requirements of the basic directives which require an emergency planning program and show, in practical terms, what communications, housing, office and other facilities we have to satisfy those requirements; what it is costing us to maintain these facilities in terms of manpower, space and equipment; anything we may have that is superfluous or unnecessary; and whether the scope of the plan and facilities as developed are adequate to meet the intended purpose of a relocation plan for the Agency at its present size and level of complexity.

4. I would like to have the completed report reach my office not later than 27 January 1970.

[redacted]  
R. L. Bannerman  
Deputy Director  
for Support

*30 Dec 69*  
*Harry:*

Mr. [redacted] has

requested that we expand  
& up date this report  
for his new study  
of Agency Emergency  
Planning. Do NOT Damage this copy.

Please see me  
regarding Mr. [redacted]  
specific request for  
more data in this first